

TEXAS BOARD OF ARCHITECTURAL EXAMINERS
Minutes of May 25, 2016 Executive Director Review Committee Meeting
William P. Hobby Jr. Building, 333 Guadalupe Street
Tower II, Conference Room 350-L
Austin, TX 78701
11:30 a.m. until completion of business

AGENDA ITEMS

DESCRIPTIONS

1A.

Call to Order

Ms. Odell called the meeting to order at 11:30 a.m.

2.

Roll Call

Ms. Odell called the roll and determined that a quorum was present.

Present Board Members

Debra Dockery

Paula Ann Miller

Chase Bearden

Chair arrived at 11:35 a.m.

Secretary-Treasurer – Public Member

Public Member

3.

Public Comments

None.

4.

In-depth Review and Discussion:

a. Executive Director Performance Evaluation Instrument;

b. Policy & Procedures regarding Executive

Director Performance Evaluation; and

c. Annual Performance Review Process

Ms. Odell presented the Executive Director's Performance Evaluation and the TBAE Executive Director's Performance Criteria. The Committee discussed the procedures that will be utilized to evaluate the Executive Director at the Board meeting. The Committee members discussed the documents. Mr. Bearden suggested that the Board members be given an opportunity to list up to three areas of strongest performance and up to three (3) areas most in need of improvement.

A MOTION WAS MADE AND SECONDED (Bearden/Odell) TO APPROVE THE PROCEDURES AND DOCUMENTS FOR CRITERIA TO EVALUTE THE EXECUTIVE DIRECTOR'S PERFORMANCE. THE MOTION PASSED UNANIMOUSLY.

5.

Adjourn

A MOTION WAS MADE AND SECONDED (Bearden/Odell) TO ADJOURN THE MEETING AT 12:23 P.M. THE MOTION PASSED UNANIMOUSLY.

APPROVED BY THE BOARD:



SONYA ODELL, FAISD, RID, AAHID

Chair, TEXAS BOARD OF ARCHITECTURAL EXAMINERS